

Learner Experience Committee

Agenda

Meeting reference: Learner Experience 2021-22/04
Date: Wednesday 27 April 2022 at 2:30pm
Location: Room 019/Online
Purpose: Scheduled meeting

* Denotes items for discussion/approval.

Members should contact the Clerk in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and Apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of Conflict of Interest in any Agenda Item		Chair	
4	Minutes of the Meeting held on 02 February 2022		Chair	Paper 1
6	Actions arising from previous minutes		Chair	
7	Learner Experience			
7.1	HISA Perth Plan of Work 2021/22 – update 2021/22	HISA Perth	Student President	Paper 2
7.2	Student Destinations		Head of Student Experience	Verbal
7.3	CDN Training Module – Working With Student Members on College Boards		Clerk	Verbal
8	Curriculum			
8.1	Student Recruitment Update 2021/22 & Targets 2022/23	Head of Student Experience	Head of Student Experience	Paper 3
8.2	Curriculum Review Update	Associate Principal	Associate Principal	Paper 4

	Agenda Items	Author	Led by	Paper
8.3	SFC Benchmark Report on KPIs		Head of Student Experience	Verbal
9	Committee Minutes (for noting)			
9.1	Scholarship & Research Committee <ul style="list-style-type: none"> • 30 March 2022 			Paper 5
9.2	Student Engagement Group <ul style="list-style-type: none"> • 03 February 2022 • 29 March 2022 			Paper 6 Paper 7
10	Date and time of next meeting <ul style="list-style-type: none"> • tbc 		Clerk	
*11	Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)		Chair	Paper 8

Learner Experience Committee

DRAFT Minutes

Meeting reference: Learner Experience 2021-22/03

Date: Wednesday 02 February 2022

Location: Online

Members present: Margaret Cook, Principal (Chair)
Sheena Devlin, Board Member
Jenny Hamilton, Board Member
Todor Pavlov-Kennedy, Student Board Member (Item 7.1 only)
Patrick O'Donnell, Staff Board Member
Miranda Landale, Co-opted Committee Member
Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External Engagement)
Deborah Lally, Head of Student Experience
David Gourley, Head of Learning & Teaching Enhancement
Gerald McLoughlin, Student Services Manager (Item 2 only)

In attendance: Ian McCartney, Clerk to the Board

Apologies: Ann Irvine, Board Member
Fiona Martin, Board Member
Catherine Etri, Associate Principal (Academic)
Rosalind Bryce, Chair of Scholarship & Research Committee
Robert Boyd, Teaching Staff Member on the Committee
Rebecca Wallace, HISA Perth VPEE

Chair: **Margaret Cook**

Minute Taker: Ian McCartney

Quorum: 7

Minutes:

Item		Action
1.	Welcome and Apologies Chair welcomed everyone to the meeting, noting apologies.	
2.	Student Support Annual Report Student Services Manager presented the Student Support Annual Report for information, summarising the key points of Paper 1 and providing a flavour of each service to Committee Members. Chair thanked Student Services Manager for the presentation, and noted that additional funds from SFC re Counselling may be lost in future which will present the College with a challenge. Committee Member queried whether a hybrid delivery model was under consideration. Student Services Manager advised that this was already in place and likely to be continued for the foreseeable future.	
7.1	(Item moved to allow Student Board Member to attend a ongoing student event.) Student Board Member presented Paper 3, noting that some formatting in the report required to be fixed and that regular updates on progress against the Plan of Work were being communicated to students. The HISA Perth Plan of Work was noted by Committee.	
3.	Additions to the Agenda There were no additions to the Agenda.	
4.	Declaration of Interest in any Agenda Item There were no declarations of a conflict of interest.	
5.	Minutes of Meeting held on 8 September 2021 The minutes of the Academic Affairs Committee meeting on 10 November were confirmed as an accurate record.	
6.	Matters Arising from Previous Minutes <u>5. Matters Arising from Previous Meeting</u> Action: Student Destinations info paper to be distributed when	

	<p>available Status: Completed</p> <p>7.1 HISA Perth Plan of Work Action 1: Complete Plan for December Board Meeting Status: Completed</p> <p>Action 2: Provide Report to Principal on engagement with Teaching staff; share with Committee as appropriate Status: Completed</p>	
7	Learner Experience	
7.2	<p>HISA Perth Plan of Work 2021/22 - Update</p> <p>HISA Perth President presented Paper 3, advising that work on the Plan was not complete but was underway and good progress had been made against some objectives. He confirmed that this would be complete before the next Board meeting.</p> <p>Areas where progress was ahead of plan included:</p> <ul style="list-style-type: none"> • registration of Student Voice Reps - a total of 175 were expected and 131 had been registered; work was ongoing with Quality to provide training and support; • sustainability objectives, including progress with recycling, disposable face-masks and Gumdrops bins. <p>Head of Student Experience stressed the importance of the Student Voice Rep role in making students aware of available resources and services. HISA Perth President confirmed that next steps were in place for training to support this.</p> <p>Board Member enquired about HISA engagement with academic staff to provide for student input into how they are being taught. HISA Perth President advised that there had been some engagement with teaching staff. He would bring a report to the Principal in the next week, which could be shared with the Committee as appropriate.</p> <p>Depute Principal (Academic) reminded Members that curriculum indicative content is fixed, to ensure relevance and alignment to policy, but there would always be a willingness to consider potential enhancements to delivery.</p> <p>Committee noted the update report.</p>	<p>HISA Perth President</p> <p>HISA Perth President/ Principal</p>
7.2	<p>Induction/Early Student Experience Survey (ESES)</p> <p>Depute Principal presented Paper 4, noting overall satisfaction rates</p>	

	<p>had increased by 10%, although response rates were quite disappointing. CASE have discussed and reviewed dissemination methods to tackle this issue, which are thought to be down to less face-to-face teaching resulting in less contact time with PATs and therefore less direct reminders to complete, combined with a sense of apathy that everything is ok.</p> <p>Board Member suggested that it would be useful to see actual numbers as well as percentages. Depute Principal noted that this information is available and will be included in future versions.</p> <p>Committee noted the report.</p>	
7.3	<p>Education Scotland Progress Visit Report</p> <p>Principle provided a verbal update on the recent Education Scotland inspection, which took place in mid-December. The draft report has been supplied for factual accuracy checking; once completed and returned to Education Scotland, the final Report is issued to Perth College and lodged with the Regional Strategic Body and SFC.</p> <p>Principal noted that the Report is very positive in the main, with only minor improvements in limited areas recorded. Education Scotland will be invited to the next Board meeting to present the Report in full to the Board.</p> <p>Depute Principal advised that the Report is a public endorsement of the College given the circumstances, and a testament to the hard work of College staff. Board Member added congratulations and appreciation to all involved.</p>	
8	<p>Curriculum</p>	
8.1	<p>Research Hub Plan</p> <p>Head of Learning & Teaching Enhancement presented Paper 5, which provided a background to research initiatives at Perth College, much of which is in the development stage as UHI only given awarding powers within last 5 years.</p> <p>The Plan focuses on creating a dynamic research community, and the creation of a small physical space to be used as a vehicle to develop research potential.</p> <p>Board Member noted the value of the initiative, in particular the ability to pool resources around future funding bids.</p> <p>Committee noted the report.</p>	

9	<p>College Policies and Strategy</p> <p>There were no reports for this meeting.</p>	
10	<p>Committee Minutes</p> <p>Committee noted the following minutes:</p> <ul style="list-style-type: none"> • Scholarship and Research Committee, 17 January 2022; • Student Engagement Group, 05 November 2021 • Student Engagement Group, 21 December 2021 	
11	<p>Date of Next meeting</p> <ul style="list-style-type: none"> • 27 April 2022 at 2.30 pm 	
12	<p>Review of Meeting</p> <p>Committee confirmed the business of the meeting had been consistent with the Terms of Reference.</p>	

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Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 2018? **Yes** **No**

Perth College UHI

Paper No. 2

Committee	Learner Experience Committee
Subject	HISA Perth Plan of Work 2021-22
Date of Committee meeting	27/04/2022
Author	HISA Perth
Date paper prepared	20/04/2022
Executive summary of the paper	<p>Please outline the follow elements of this paper:</p> <ul style="list-style-type: none"> i) Purpose – what is it for ii) Impact – what are the intended outcomes iii) Course of Action – what happens next & by whom <p>This paper provides team and operational objectives for HISA Perth during academic year 2021-22</p> <p>Any updates since last committee are in blue text.</p>
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	n/a
Action requested	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)

Perth College UHI

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Yes/ No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk?</p> <p>(If yes, please provide details)</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>n/a</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p>	<p>Yes/ No</p>

Perth College UHI

Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	If yes, please give details: Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non Confidential
Freedom of information Can this paper be included in "open" business?*	Yes/ No

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>
and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

HISA Perth Plan of Work 2021-2022

Introduction

Below is the team and operational objectives for HISA Perth during academic year 2021/22. It will give the individual and team objectives for the student officer team as well as operational plans for the year including events and recurring activities in the HISA Perth calendar. This plan of work will be shared to be ratified by the Student Representative Council in its first meeting of the academic year and to inform Perth College UHI of the organisation's intentions for the year. This plan also links with the HISA Strategic Plan 2020/2023¹.

The outbreak of coronavirus and subsequent reopening of society and our campus presents a unique challenge to us as a students' association, so the plans below reflect work that we believe to be achievable in a blended capacity so we can cater to the needs of all of our students, whether they are back from campus or are continuing to study from home.

Individual Objectives

Individual Objectives – HISA Perth President							
Workstream	Output	Date s	Impact on students	Indicator	Target	To Date	Notes
Enhancing the library	Increasing promotion of the library	Sep- June	Student would have access to adequate learning resources that would allow them to be	Promotional event held Second promotional event has been planned and will be set up to take place in the coming months	3	1	Joint event to promote service to students 1 st event 17/11 Second promotional event will take place on the 21st of April
				Number of students attending events	1	5	17/11 – 5 students

¹ Can be accessed at [Strategic Plan @ Highlands and Islands Students' Association \(uhi.ac.uk\)](https://www.uhi.ac.uk/strategic-plan)

	Students being able to access the library and its resources	Sept - June	successful in their studies	Consultation with students about library service and their needs	1	1	In progress – new question on weekly basis. Second question in progress
				Feedback given to library	1	1	Feedback will be shared once fully analysed First week feedback analysed and shared.
	Working in partnership with library staff	Sept-June		Regular meetings with library staff to take place	1	1	Monthly catch ups in place with Library Team Leader
Promoting socialising outside your course	Social space/drop in	October - June	Students will be able to create a support and social network outwith their course enhancing their student experience	Space/drop in available at least bimonthly	12	13	HISA Common Room available online via HISA website .Video created to show social spaces Social in person drop in – weekly - every Thursday.
				Number of students visiting space/drop in on average	10	4	Average 4 student attend face to face drop in Online figures to be collected from HISA
	Dedicated events	Sept-June		Events taken place	2	3	Festive Quiz – semester 1 21/12 Welcome Back Quiz – semester 2 Spring quiz – semester 2 All quiz events have been held and had attendance.
				Number of students attending events	20	2	Same students each time. Promotion done for each session – lessons learned will be taken forward

Raising awareness of mental health	Workshops for students	Nov - March	Students will have a better understanding of mental health and be able to contribute to a more positive and supportive community at PCUHI	Workshops taken place	2	1	Collaborative event with mental health staff of PC and with NEUK and Mind Space on 2 nd February. Second event will take place on the 17th of May in collaboration with PC UHI Mental health staff and local mental health charities.	
				Number of students attending workshops	50	23	MH event in Feb	
	Awareness campaign	Nov - March			Stall created with materials for students	1	1	Promotional materials were displayed and promoted at stall during the MH event on the 2nd of Feb.
					Communications plan created and promoted on social media	1	1	MH Event promoted. Poster and graphic were created and shared through social media channels. Second MH event materials for May have been created and will be distributed on social media soon.
Promoting HISA Perth	Presence across campus	Sept-June	Students will have a greater awareness of their students'	Attractive promotional materials on campus and online	1	1	Noticeboards on campus and webpages kept up to date – New signage and promotional materials have been developed and will be distributed.	

			association and the support we can provide	Physical presence in Brahan and Goodlyburn buildings increased	1	1	More presence in Brahan, working on arrangements for Goodlyburn but had regular stalls with HISA projects in Semester 2, including elections and HISA OBI Awards
				Explore possibility of regular HISA space in Brahan building	1	1	Hot desk in library arranged every Wednesday 11-1
	HISA Perth as an inviting space	Sept-June		Signage at HISA Perth office improved	1	1	Signage at office updated with support from Reprographics.
				Promotion of Webster/HISA Perth office	1		Incorporate into noticeboard/wider comms HISA Days have been planned.26 th and 27 th April
Links to HISA Strategic Plan 2020-2023	<p>1.2 UHI will be recognised for the quality of its students' experience and their achievements</p> <p>5.1 To enhance the student social experience across the UHI Partnership</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community</p> <p>6.3 Support the UHI Partnership in creating a whole community that is committed to supporting positive mental health and wellbeing</p> <p>7.1 All members know who HISA are, the opportunities, and services it offers and how HISA can help them</p>						

Individual Objectives – Vice President Activities and Welfare							
Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Improving the promotion of clubs and societies	Improved Registration System	Aug – Sep 2021	Students will have access to a variety of	Number of new clubs/societies registered	4	1	Volleyball Club Potential new clubs – Womens Football, Mens

			recreational pursuits enhancing their overall student experience.				Football, Badminton, Mature Students
				Number of returning clubs/societies registered	12	8	Volleyball Basketball Potential Womens Football
	Clubs and Societies Monthly Drop- in Sessions	Sep – May 2021		Number of monthly drop-ins held	4	1	Updated from previous target to better reflect current student needs
	Monthly Newsletter Segment	Sep – May 2021		Number of club/society leaders attending at least one drop-in	6		
				Template created for promotion of clubs/societies	1	1	Club/Soc Creation Form Expression of Interest Form
				Club/society promoted in each newsletter	10	10	
				Number of “opens” per month	100	2298 (average)	PCUHI / HISA November – 87 December – 66 / 97 = 163 January – 38 / 766 = 804 February – 76 / 594 = 670 March - 35 / 2786 = 2871
Engaging and Accessible Events	Calendar of Events promoted widely	Sep – May 2021	Students will develop a sense of community resulting in a deeper connection to Perth College	HISA planned events planned and promoted at least 2 weeks in advance	10	7	Via Newsletter Halls of Residence BBQ Freshers Summer Fayre Festive Quiz Spring Quiz Easter Egg Hunt Library Day HISA Day

			outside of academia.	Calendar of events included in monthly newsletter	10	6	
	Diverse & Inclusive Events	Sep – May 2021		Events held that reflect the diversity of our student body	6	1	LGBT History Quiz: 4 th March – 8 Participants Planned: Student Parents Teddy Bears Picnic (VPAW) Visual Anti-Racism Campaign (President)
				Students are happy with the events we have run	80%		
	Seasonal Event Offerings	Sep – May 2021		Running activities during seasonal events	4	4	Festive Quiz – President Valentine's Day – VPAW Spring Quiz – President Easter Egg Hunt – VPAW
				Number of students engaging in events	20	30 40 18 13 24	Halls BBQ Summer Fayre Attendees Mental Health Event 1 Valentine's Day Easter Egg Hunt
Gathering views on issues that concern students	Gathering student Feedback	Sep – May 2021	Students will feel their concerns are being listened to and are better informed to tackle issues.	Focus Group Sessions held on COVID-19 and other important issues to students	3	2	Covid-19 – 22nd Feb Employability – 19th April Planned: Mental Health – 17th May
				Number of students attending focus groups	10		

	Support National Campaigning Efforts	July-Jun 2021		Promoting information on national campaigns to students	3		Communications Plan developed and underway
	Providing guidance on these issues	Sep – May 2021		Student Guidance materials created on Brexit, COVID-19 and other important issues to students	3	1	Covid Guidance - December Newsletter. Planned: Regional Mental Health Guidance Document
Mental Health	Promotion of existing PCUHI/UHI services	Sep – May 2021	Student wellbeing will improve resulting in a positive learning environment and improved academic performance.	Gathering information of all services available	1	1	Complete
				Communications plan created for promotion of different services across HISA Perth channels	1	1	Complete
	Mental Health Awareness Events	Sep – May 2021		Events held throughout year with focus on mental health	2	1	Mental Health Event 1 – 2 nd Feb Planned: Mental Health Event 2 – 17th May
				Number of PCUHI students attending HISA Mental Health Conference	10	2	Held back in October – working with HISA Mental Health Coordinator on how to improve
				Positive feedback from students at events	80%		Positive verbal feedback received at Mental Health Event 1

	Peer Support System	Sep – May 2021		Implementation of system following on from previous year's work	1		Meeting with Student Engagement Team to discuss
Links to HISA Strategic Plan 2020-2023	<p>3.2 HISA will be a vehicle for social change at a local, regional and national level</p> <p>5.1 To provide every student at UHI with the opportunity to take part in extracurricular opportunities</p> <p>5.2 To enhance the student social experience across the UHI Partnership</p> <p>5.3 To develop clubs, societies and activities that are suitable for UHI students' unique circumstances</p> <p>5.4 To ensure any student wishing to set up a club or society can do so locally or regionally</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community</p> <p>6.2 For every UHI student to be able to access mental health support services when they need to</p> <p>6.3 Support the UHI Partnership in creating a whole community that is committed to supporting positive mental health and wellbeing</p>						

Individual Objectives – Vice President Education and Engagement							
Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Student employability post study	Tailored career sessions for students	Sept-May	Confidence and ability to carry out a professional role after course	Subject areas identified	2	3	BMC STEM ALS (CCI doing well) Still to meet with Careers
				Session takes place	2		Need staff to volunteer input.
				Number of students attending	20		-

	New workplace opportunities for students	Sept-June		New opportunities identified in different subject areas	3		Working with SDDs. Developing volunteer opportunities within HISA Perth
				Opportunities advertised to students	3	1	Email with opportunities – to be circulated using HISA channels
				Students taking part in opportunities	3		
	Improve opportunities advertisement	Sep-June		Subject areas identified to take part	2	1	CCI
				Best way to share with relevant student identified	1	1	Taken to February SRC - Feedback shared with SDDs
				Job placement opportunities shared with Student Voice Reps or PATs	1		Looking at best way to share this

More control of learning	Determining how much influence students have over delivery	Sept-Dec	Students having better experience with their learning by having more control and input into what they are taught	Scoping exercise carried out over curriculum areas of optional units	1	1	Feedback taken at first SRC meeting
				Discussion with SDD's over student influence over student learning	1	1	Shared with SDDs at February meeting – awaiting to hear how will be implemented
	Use of alternative teaching methods	Sept-Dec		Identifying good practice of alternative teaching methods across PCUHI from staff	1		Looking through old OBI nominations.
				Identifying good practice of alternative teaching methods across PCUHI from students	1		Will gather feedback from SVRs
				Creating resource to share with teaching staff in partnership with PCUHI	1		Will be reaching out to Head of Learning and Teaching Enhancement to discuss
Student Voice Reps	Recruitment of Student Voice Reps	October 2021	Student experience is improved through	Increase in number of courses having at least one student voice representative.	60%		187 reps at PCUHI 140 registered with HISA

			change suggested and led by students.				To calculate percentage with January starts
	Student Voice Rep Training	October – December 21		Deliver student voice rep training in partnership with Quality Team.	5	10	Training underway with SVS/New Opps students
				Increase number of class reps being trained.	60%		35 reps trained, 10 in progress
	Student Representative Council Meetings	October -May 2022		Review format of SRC meetings to take place online and in person	1	1	Meetings taking place Monday AM for online and Wednesday lunch for in person. Trial of hybrid meeting 20/4. Meetings have same format
				Regular meetings to be held.	6	5	SRC 1 – w/c 22/11 SRC 2 – w/c 13/12 SRC 3 – w/c 7/2 SRC 4 – w/c 7/2 SRC 5 – w/c 18/4 SRC 6 – w/c 16/5
Gathering Feedback from students	New methods of gathering student voice identified	Sept-May	Increasing the ways in which the student voice can be	Workshop taking place	1		To be scheduled

			collected leading to increased student engagement			
	New methods of gathering student voice tested			Ideas tested out by HISA	1	2 Have tested out voting buckets and token voting. Will try out desktop feedback in next few weeks
				Evaluation of ideas by HISA	1	1 Buckets well engaged with, token voting in progress
	New methods of gathering student voice implemented			Asking students views on what should be taken forward	1	Will put to SVRs before end of year
				Implementing new methods of feedback	1	
				Number of feedbacks received from students using new methods	50	Voting bucket – 42
Links to HISA Strategic Plan 2020-2023	<p>1.1 . The University of the Highlands and Islands will be the United Kingdom’s leading integrated university, encompassing further and higher education</p> <p>1.3 UHI worldwide reputation will be built upon its innovative approach to learning and its distinctive research and curriculum, enriched by the people, natural environment, economy, culture and heritage of our region and its communities</p> <p>2.1 HISA, working in partnership with the academic partners and UHI, will run an effective, accessible and democratic representative system region-wide that takes into account all learning modes and demographics</p> <p>2.2 HISA digital democracy will be sector leading, accessible to all its members and have a real impact</p> <p>2.3 HISA will provide top-level training, support and development for its representatives and officers at the local and regional level to ensure a sector-leading student academic and, wider, experience</p> <p>3.3 Throughout UHI, officers, volunteers and representatives will work in partnership with academics and the wider staff community to solve problems and provide an evidence base to drive policy change</p> <p>4.3 To develop employability prospects for all students</p>					

Team Objectives

Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Sustainability	Reducing waste	Sept-June	Students will be contributing to a more sustainable society, benefitting life on campus and in wider society	Discussions with Aramark taken place	1	1	Initial meeting taken place; regular meetings will be set up
				Promotional campaign taken place	1		
				Collecting stationary on campus	1	1	Ongoing – collected at HISA office and reprographics
	Encouraging reusing resources on campus	Sept-June		Reused stationary given out to students	1	1	Given out as part of Freshers – over 1300 stationary items given away. Permanent stall outside HISA office Total Items of stationary given away – 1423 Will establish method to collect from students before end of term

				Exploring other ways to encourage reuse of resources on campus	1		Plan to set up donation point aimed at halls and sports clubs
Inclusivity	Anti-racism and racial harassment	Sep-June	Student experience is enhanced for under-represented students.	Continued participation in PCUHI Anti-Racism Working Group Action Plan	1	1	Action Plan incorporated into Plan of Work
				Visual Campaign Conducted	1	1	Will be delivered week beginning 18th April
				Anti -Racism workshops held	1	2	Two workshops delivered at staff conference to 70+ staff. Dates will be planned for student workshops
Communicating with Students	Regular HISA Perth Newsletter	Sept-June	Students will have a better knowledge of their local students' association, enabling them to get more easily involved and enrich their overall	Layout of newsletter created	1	1	Created
				Newsletter sent out to students	10	6	November, December, January, February, March and April shared on social media
				Number of students interacting with newsletters	50	2298 (average)	PCUHI / HISA November – 87 December – 66 / 97 = 163 January – 38 / 766 = 804

			student experience				February – 76 / 594 = 670 March - 35 / 2786 = 2871
	Up to date online communications	Sept-June		Regular posts on local social media	1	1	Being undertaken with support of regional comms team
Web pages kept up to date				1	1	PCUHI done by local team, HISA website done by HISA comms team	
Number of visits to website monthly				200	292 (average)	PCUHI Sept – 664 Oct – 117 Nov – 215 Dec – 175 Jan – 273 Feb – 224 HISA website stats being collected	
Increase in online engagement				800 (per month)		Still collating figures	
	Regular in-person communications with students	Sept-June		Number of students interacted with in person	20 (per interaction)		

Links to HISA Strategic Plan 2020-2023	<p>3.4 Equality, diversity, and inclusiveness are embedded in all HISA activity.</p> <p>3.5 We will be an eco-friendly organisation leading the way in environmental sustainability</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community</p> <p>6.2 For every UHI student to be able to access mental health support services when they need to</p> <p>7. 1 All members know who HISA are, the opportunities, and services it offers and how HISA can help them</p> <p>7.2 Members know their role in HISA and feel like they have a stake in their community</p>
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Operational Plan

Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Freshers and Induction	HISA Perth input during Inductions	September 21	New students are made to feel welcome to Perth College UHI	HISA to feature as part of induction programme at Perth College UHI	20	73	Partnered up with Student Engagement Officer for Brahan Lecture Theatre Inductions – 30+. Confirming students 40+ class inductions booked – final figure 85
	Freshers activities	30th Aug – 3 rd Sept		Events taken place.	3	4	Student Socials (online and in person)

							Support for Students – 80+ students Summer Fayre – 40+ students Goodies Giveaway – over 1000+ stationary, 400+ dig in boxes and 200+ HISA branded goodies given away
	Working with local companies/or ganisations/c harities	30th Aug – 3 rd Sept		Local companies/organisations/charities featured in Freshers' activity.	1	18	Attendance at Support for Students Event and online promotion
	Integration with regional Freshers' activity	Sept 21		Promotion of local and regional activities to be cohesive.	1	1	Central Freshers website and ticketing run by regional.
ESES	Improve participation.	Oct 21	Changes are made to the early student experience based on student feedback.	More students take part in ESES.	54%	38%	Promoted in HISA inductions
	Improve score	Oct 21		Increase in awareness of HISA from 2020-2021	86%	81.35%	
HISA Con	Improve attendance	Jan 22		Number of PCUHI students attending HISA Con	4	4	Taking place 25-27th Jan online

Elections	Local positions filled	Feb 22	Effective student representation decided by students for students.	All HISA Perth positions to have a candidate.	3 (per position)	2 (per position on average)	Close of nominations President – 2 DPE – 1 DPAW - 2
	Turnout	Mar 22		Increase on voter turnout from 2020-2021	9%	3.06%	Turnout low across partnership. HISA to review internally
	Number of candidates	Feb 22		Increase in number of candidates.	12	5	Nominations open 26 th Jan – 25 th Feb – down across HISA. Review will take place once voting finishes
National Student Survey	Improve participation.	June 22	Student experience improved for HE students.	More students take part in NSS.	75%		In progress – supporting Quality in promotion
	Improve score	June 22		Increase Q26 score from 2020-2021	53%		
SSES	Improve participation.	March 22	Changes are made to the overall student experience based on student feedback.	More students take part in SSES.	46%		In progress – supporting Quality in promotion
	Improve score	March 22		Increase in HISA Perth specific questions from previous year.	75%		
OBI Awards	Awards Timeline	Jan 22	Best practice of staff and students	Timeline of awards created and published	1	1	Timeline created and shared with

			is shared to all at Perth College UHI				SMT and Curriculum staff
	Review Nomination Form			Online nomination form updated and made easier to navigate.	1	1	Complete
				Alternative nomination form created so all students can participate	1	1	Paper form created
	Nominations from every sector	Mar 22		Each sector area has nominations in every category.	1		Will be collated once awards close
	Nomination numbers	Mar 22		Increase in nomination numbers in 2021-2022	400		Pop up stalls on campus/class visits arranged
				Improve nomination numbers in areas with low engagement	50		
	Celebration of awards	May 22		Awards ceremony takes place.	1		Scheduled 1 st June
				Wider promotion of winners	1		
HISA Awards	Nominations numbers	June 22	Best practice of staff and students is shared to all at Perth College UHI	Increase in nomination numbers in 2021-2022	70		Nominations open 4th April – 9th May
Sporting Blues	Nominations numbers	June 22	Student sporting achievements is celebrated, encouraging participation and success in sporting	Increase in nomination numbers in 2021-2022	10		

			activities at Perth College UHI				
Supporting Students	Student queries	Sept - June	Students will receive impartial advice and support.	Monitoring and recording of queries.	1		Ongoing
				Number of queries received from students	150		Collating figures
Link to HISA Strategic Plan 2020-2023	<p>1.2 UHI will be recognised for the quality of its students' experience and for their achievement.</p> <p>2.4 HISA's officer structure will be advanced, effective and reflect the needs of its students, UHI and the Partners.</p> <p>3.1 HISA becomes the place that students and academics alike recognise as providing independent appropriate and quality support advice on academic and welfare issues.</p> <p>3.3 Throughout UHI, officers, volunteers and representatives will work in partnership with academics and the wider staff community to solve problems and provide an evidence base to drive policy change.</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community.</p>						

Activities and Events (subject to change)

Workstream	Output	Dates	Officer lead	Indicator	Target	To Date	Notes
Liberation Events	LGBT History Month	Feb 2022	VPAW	Events created and hosted in partnership with Perth and UHI LGBT+ societies.	1	1	Quiz took place 4 th March
	Student Parents Event	March 2022	VPAW	Event taken place	1		Planned for May
Engagement events	Halls of Residence Event	Dec 2021	VPAW	Event taken place.	1		Rescheduled to semester 2
	Music Showcase Event	Dec 2021	VPAW	Event taken place	1		To be rescheduled

	Christmas	Dec 21	VPAW	Event taken place.	1	1	Festive Quiz 21/12 hosted by HISA Perth President
	Valentine's Day	Feb 22	VPAW	Event taken place.	1	1	
	OBlis	May 22	All	Award ceremony taken place.	1		1 st June
	Student Sports Day	May 2022	VPAW	Date determined and event taken place.	1		To be planned with ASW
Refreshers	Refreshers	Jan 22	All	Events taken place.	1	1	Small events taking place w/c 31 st Jan
				Local companies/organisations/charities featured in Refreshers' activity.	1	1	Will be promoting via social media
				Promotion of local and regional activities to be cohesive.	1	1	Complete
Cultural/Awareness Raising Events	Mental Health Event	Jan 2022	President/VPAW	Event taken place.	1	1	2 nd Feb
	Chinese New Year	Feb 2022	VPAW	Event taken place.	1	1	Information shared via newsletter
	Easter Event	April 2022	VPAW	Event taken place.	1	1	Easter egg hunt
	Mental Health Awareness Week	May 2022	President/VPAW	Event taken place.	1		
Partnership Events	Equality and Diversity Events	Sept-June	VPAW	Events identified and supported with EDI Advisor and Student Engagement	1		EDI Advisor new in post – to arrange meeting
	Perth College UHI Events	Sept-June	All	Events identified and supported in partnership with PCUHI.	1	1	Uni Mental Health Day – 3rd March (with Student Services)
Link to HISA Strategic Plan 2020-2023	5.1 To provide every student at UHI with the opportunity to take part in extracurricular opportunities. 5.2 To enhance the student social experience across the UHI Partnership. 6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community.						

Conclusion

Above shows the plan of work for HISA Perth during academic year 2021/2022 and demonstrates the impact this work will have on our students and how our work ties into the strategic vision of HISA. This plan of work will be updated regularly to showcase the achievements of the student officers and HISA Perth team to the student body and key stakeholders at Perth College UHI. Future updates of the plan will be given in summarised versions for accessibility and to provide clearer visibility on achievements during reporting periods.

Perth College UHI

Paper No. 3

Committee	Learner Experience Committee
Subject	Student Recruitment Update
Date of Committee meeting	27/04/2022
Author	Deborah Lally – Head of Student Experience
Date paper prepared	21/04/2022
Executive summary of the paper	The purpose of this paper is to inform the committee of our current recruitment/funded position for 2021-22 and our recruitment position to date for 2022-23
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	N/A
Action requested	<input type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	Yes/ No
Risk implications	Yes/ No

Perth College UHI

<p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk? (If yes, please provide details)</p>	<p>The College could face clawback from SFC if targets are not met.</p>
<p>Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>Click or tap here to enter text.</p>
<p><u>Equality and diversity</u> Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>Yes/ No</p>
<p><u>Data Protection</u> Does this activity/proposal require a Data Protection Impact Assessment? If yes, please give details:</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Perth College UHI

Status (e.g. confidential/non confidential)	Confidential
Freedom of information Can this paper be included in "open" business?*	Yes/ No

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? [Click or tap here to enter text.](#)

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Perth College UHI

Background

The College, through our own internal planning processes, which commences in November each year, includes a forecast of our recruitment and funded targets for the following academic year.

We submit our first draft of Higher Education (HE) targets to the UHI through the Partnership Planning Forum (PPF) in December each year. We do have an opportunity to revise this target in February each year. Targets submitted are identified as full time equivalents (FTEs), and FTEs are based on the number of modules a student is undertaking but a cap is applied.

In March we then tend to submit our Further Education (FE) credit target to the UHI through the Senior Management Curriculum Team (SMCT). Credits are based on the number of modules a student is undertaking but the cap can be flexible, if there is one at all.

The Scottish Funding Council (SFC) release indicative funding in March/April each year. For Perth this information is captured within the overall funding allocations for the entire UHI region.

Through SMCT and PPF discussions take place that then finalises our target positions for each academic year.

Student Recruitment 2021-22

Further Education

For the entire UHI Partnership, we had an overall credit target of 114,167. This was shared amongst 9 Academic Partners. Perth were allocated 23,114 (20%), the second highest share. It is good to note that we have made excellent progress and we will meet this target.

At the last SMCT meeting, it was noted that mostly all Academic Partners are now on track to meeting target taking on board the flexibilities that we can apply to learning and teaching at an FE level.

Higher Education

For the entire UHI Partnership, we had an overall FTE target of 6215. This was shared amongst 14 partners. Perth were allocated 2046 FTEs (33%), this highest share. In November each year, as part of a statutory return (Early Statistical Return (ESR)), we inform SFC of our projected end of year position and therefore allows us the opportunity to revise these figures. Due to the predominant factor of COVID, recruitment at HE, certainly for full-time was poor and Perth, submitted our ESR and a revised target to 1706, a decrease by 340 FTEs. We are making excellent progress towards our revised target where we are currently showing an end of year position of 1697 (-9).

Across the partnership our collective initial target was 6215, this was revised (ESR) to 5368 and the current calculated position which is most likely to be our end of year position is 5322.

Perth College UHI

Student Recruitment 2022-23

Through our planning cycle we have recruitment targets at course level. From February onwards, we regularly monitor our recruitment position for next academic year. A report is produced bi-weekly informing various key staff members of 'courses at risk' where we take appropriate action with regards to marketing and promotion. A Planning Group also meet regularly to discuss our position where actions are also taken forward. We also share information on places available with key agencies (e.g. Skills Development Scotland)

For both FE and HE, we are not yet at a comfortable stage to confirm that we are on track to meeting our targets for next academic year but we are doing all things possible to ensure we do. Through trend analysis, we do identify some courses as 'slow recruiters' where we tend to receive more applications once the SQA results come out in August each year.

Deborah Lally
Head of Student Experience
21 April 2022

Perth College UHI

Paper No. 4

Committee	Learner Experience Committee
Subject	Curriculum Review Update
Date of Committee meeting	27/04/2022
Author	Associate Principal
Date paper prepared	22/04/2022
Executive summary of the paper	Please outline the follow elements of this paper: Paper is intended to provide Members with an update on the UHI Curriculum Review.
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	Presentation was previously provided by Prof Gary Campbell, UHI Vice-Principal at the Partnership Planning Forum in March 2022.
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	Yes/ No Once implemented, local resource implications will require to be considered

Perth College UHI

<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk?</p> <p>(If yes, please provide details)</p>	<p>Yes/ No</p> <p>Curriculum Review already noted on Strategic Risk Register</p>
<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>Under consideration during development of Strategic Plan</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Perth College UHI

Status (e.g. confidential/non confidential)	Non Confidential
Freedom of information Can this paper be included in "open" business?*	Yes/ No

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and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf



Curriculum Review

PPF update

What has been agreed and next steps

What has been agreed?

- In relation to HE, Academic Council has agreed:
 - 1. Implementation of a step change, rationalisation of HE programmes, modules and units.**
 - 2. Intentional alignment of the curriculum to markets for effective planning and promotion**
 - 3. Moving to collective planning of the HE curriculum**
 4. Ensure curricula developments align with the Resource Allocation Model (RAM), a student recruitment strategy, an integrated Learning Teaching Enhancement Strategy (LTES)
 - 5. Create an implementation plan for 1-4**
- PPF is a key player in delivering 1, 2, 3 and 5

Next steps – PPF and Faculty

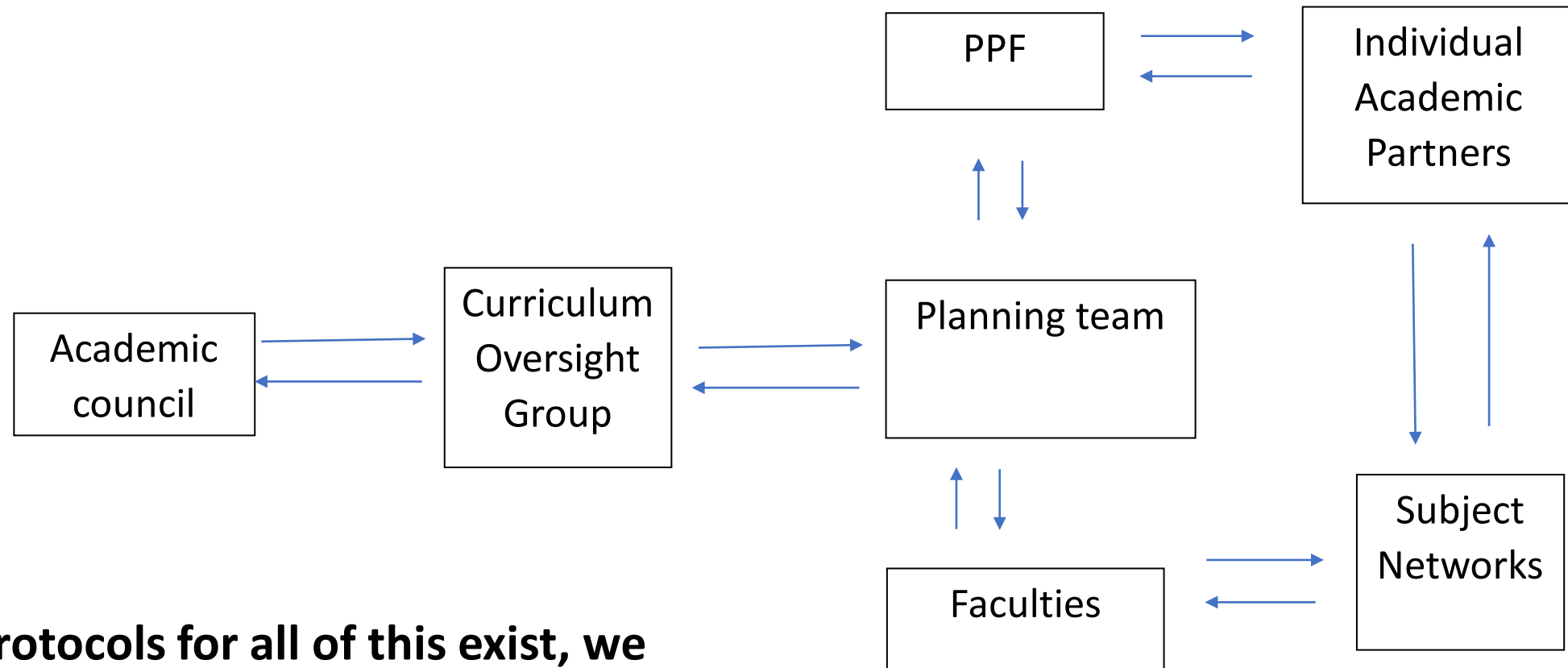
- SNLs have prototype plans which they will now sense check using the new dashboard data
- This will then be used to develop implementation plans
- These will be shared with PPF for a sense check and tweaking
- The agreed plan will then be ‘chunked’ up into annual work packages with these coming to PPF via Faculty in the same way as always
- COG will monitor to ensure progress is being made

Next steps - broader

- Discuss implications at Partnership Council and HRPG – high level and then again as the implementation plans are agreed
- Work with VP Operations and FDs to discuss the RAM and Micro-Ram changes required to support the changes
- Develop support package to facilitate increase levels of networking
- Develop recruitment strategy, particularly for inward attractors
- Develop Learning Teaching and Enhancement Strategy to underpin

Responsible Officer	Examples of responsibility in connection with the curriculum review	Working in conjunction with the following <u>non-exhaustive</u> list of colleagues
Deputy Principal Tertiary	<ul style="list-style-type: none"> • Development of a tertiary curriculum strategy to take advantage of sectoral opportunities and meet regional challenges irrespective of SCQF level 	<ul style="list-style-type: none"> • AP curriculum managers • PPF • Faculties • SMCT
Vice-Principal Operations	<ul style="list-style-type: none"> • RAM reform to support curriculum delivery • Annual curriculum performance reporting mechanisms 	<ul style="list-style-type: none"> • Finance directors • PPF • Faculties • Planning team
Vice-Principal Engagement	<ul style="list-style-type: none"> • Identification and creation of curricula opportunities through sectoral & industrial engagement • Raising the University profile through brand promotion 	<ul style="list-style-type: none"> • AP Business development and engagement colleagues • A wide range of external and internal stakeholders • Brand team
Vice-Principal Students	<ul style="list-style-type: none"> • Targeted student Recruitment Strategy • Integrated Learning and Teaching Enhancement Strategy • Student retention strategy 	<ul style="list-style-type: none"> • Marketing Practitioners Group • Dean of Learning & Teaching • Dean of Student Experience • Director of marketing • AP Learning & Teaching champions
Chief People Officer	<ul style="list-style-type: none"> • Planning for the management of human resources impacts resulting from changes to the curriculum 	<ul style="list-style-type: none"> • HR Practitioners Group • Learning and Teaching Academy

Outline collective planning process



NB the protocols for all of this exist, we now have a directive from Academic Council to make full use of them



Thoughts,
questions and
suggestions?

Perth College Scholarship and Research Committee (SRC)

Draft Minutes

Meeting reference: 3 of 3 in AY 2021-22
Date: 30 March 2022 at 1000
Location: By Microsoft Teams

Present:

Rosalind Bryce (Chair), Lorenz Cairns, Kathleen Connor, Margaret Cook (until 1100), Ronnie Dewar, Tatiana Gladkikh, David Gourley (until 1100), Lynne Griffin, Donna Heddle (until 1100), Katy Lees, Veronica Lynch, Christiana Margiotti, Henry Nicholson, Patrick O'Donnell, Michael Rayner,

Apologies: Robert Boyd, Alex Sanmark, Keith Smyth

Minutes: Angela Paterson

Summary of Actions

Ref	Actions from Meeting	Responsibility
3.1	Gareth to organise meeting with KTP North of Scotland team and interested businesses; Veronica to follow up	V Lynch
3.2	Ideas discussed at 17/1/22 to be fed into curriculum review: bring forward to next meeting	R Boyd
3.3	Replacement for Andrew Comrie: bring forward to next meeting	M Cook
3.4	Contact John Dare to discuss how to set up Comms Hub within Teams	D Gourley/ A Paterson
4	Consider PURE/ORCiD seminar as a Research Hub activity	P O'Donnell/ D Gourley

		Action
1	Welcome, apologies & membership R Bryce welcomed everyone to the final meeting of this academic year.	
2	Minutes of the previous meeting held on 17 January 2022 Approved as an accurate record	
3	Update on actions and matters arising 3.1: KE partnerships Ros & Veronica discussed potential KTP projects with Gareth McKenna. Discussions held with Gleneagles (Veronica) and Mountaineering Scotland (Ros). Action: Gareth to organise meeting with KTP North of Scotland team/ interested businesses; Veronica to follow up with Gareth Cross Tay Link Road/City Hall/Perth West housing expansion developments: as CMS has previously had PhD funding from Transport Scotland, it would be good to explore the research potential of these projects 3.2 Ideas discussed at 17/1/22 to be fed into curriculum review: Action: R Boyd, bring forward to next meeting 3.3 Replacement for Andrew Comrie: Action: M Cook, bring forward to next meeting 3.4 Use of Teams for SRC meetings: Angela confirmed SharePoint folder set up with access to all meeting papers: Scholarship & Research Committee Action: contact John Dare to discuss how to set up Comms Hub within Teams	VL RB MC DG/ AP

Perth College Scholarship and Research Committee (SRC)

4	<p>Sector Managers' Research Sub-Group (R Dewar)</p> <ul style="list-style-type: none"> • Meetings held with Sector Managers (SMs); many hoping for support through remitted time, to expand research activity in their departments. Further meetings to be held • Meeting with SMT 29/3/22 regarding reapproval for MSc Interpretation: Management and Practice; good support for this; could involve development of new modules tying in with Steven Timoney's industry links • Recent publications: Tatiana in tourism area, Steven Timoney working with Donna Heddle/Alex Sanmark on cultural heritage bid, also working with Cateran Ecomuseum. Other colleagues published chapters, including Kyle Smith • Colleagues involved in presentations, including Ronnie in Tel Aviv in April • Ros to be invited to an Operational Group meeting <p>Reminder from Michael Rayner - after notification of publication acceptance, details to be uploaded to PURE as soon as possible; ORCID identifier also required.</p> <p>Action: POD/DG to consider PURE/ORCID seminar as a Research Hub activity. UHI contact: Stuart Knight</p>	POD/ DG
5	<p>Research & Scholarship Coordinator Update (including REF-related activity in Perth College UHI) (P O'Donnell)</p> <p>Report circulated in advance (Paper 2), in addition:</p> <ul style="list-style-type: none"> • Data gathering for research activities 'Report on 2021-22 Research, Scholarship Activities: Patrick keen to explore different formats to present the data on research activities. The information gathered provides an overall picture on who is research/scholarship active, what individuals are doing, and the outputs expected, what sort of support individuals are receiving for research/scholarship • For those receiving support from the college, it might be prudent to have accountability mechanisms in place with respect to audit trails, timelines and agreed outputs. It is encouraging that the newly developed annual professional review will help with recording staff wishing to be research active/do research related scholarship • Research capacity building: what do we need to know? The report should help inform discussions on how we are progressing regarding building research capacity, as well as helping with selecting staff for REF • CMS not included in this report but to be included in future drafts for complete PC picture • Patrick has been invited by Stirling University to explore research themes linked to funding bids. The team at Stirling have a good track record and were successful in a recent funding 960K bid looking at FE governance in Scotland, England and Ireland. Any successful bids resulting from this collaborative activity would involve Perth College <p>Comments on report:</p> <ul style="list-style-type: none"> • Can any insight be provided on remitted v unremitted and the rationalisation and motivation around that? • Patrick to meet individuals to get a better insight into what they are doing and report back with an update at the next meeting • Report does not capture those doing self-directed research • Margaret added that SMT would be happy to see a proposal submitted of what we should be looking at for remitted time, taking into account the current financial position. This should be the principles under which we should be considering remitted time – no names to be included. SDDs and D Gourley have started this conversation and welcome input from others. Include Ros and Patrick in these wider discussions, possibly Donna too. Report back at next meeting. 	

Perth College Scholarship and Research Committee (SRC)

6	<p>Research Hub (verbal update by Patrick)</p> <p>Hub activities</p> <ul style="list-style-type: none"> • Two presentations held - Alan Clyne and Tatiana Gladkikh • Training - Ruth Priest/Elizabeth McHugh, talk on library resources for researchers • Six staff members took part in a focus group on 'How the TQFE shapes FE lecturer professionalism and identity'. Principal investigator (PI) Christine Calder, Dundee and Angus College <p>Other planned events</p> <ul style="list-style-type: none"> • David arranging a session for aspiring and early career researchers in the Research Hub (10 May). • Aim to have focus groups with ECRs and those with aspirations to be research active • Regular informal lunchtime meetings, and one-to one discussions with staff identified as research active • Presentations planned for May/June <ul style="list-style-type: none"> • Unpacking the concept of 'Meta-skills in FE' - external from Dundee College • Linda Nicholson - research methodology, social constructivist grounded theory paradigm/interpretative phenomenological analysis, part of PhD • Keith Smyth - research activities • Heather Fotheringham – mentoring and scholarship • Training: before end of semester 2 - Sarah Wright, EO, tips on writing grant applications. <p>Patrick highlighted that we need to do more work with training for research. His research links with Dundee university allows him to have access to research training and he will be scoping the short research development courses at Dundee to get some ideas on what is out there for ECRs. He has started this process and shared some data with Michael Rayner and Margaret Little</p>	
7	<p>College Research Update</p> <p>Ros Bryce, Centre for Mountain Studies (CMS):</p> <ul style="list-style-type: none"> • Progressing well with 4 ongoing research projects. • First international meeting as part of JPI CULTIVATE project in Czech Republic held in early March. • Meetings coming up in Copenhagen for two of our NPA projects in May and one in June for the Scientific Tourism project • Funding secured from the Macaulay Development Trust for a new CMS PhD student to start in October 2022, Pete Ballantine, who will be working on the implications of the Just Transition for sustainable development of rural communities in Scotland. Pete is a UHI graduate from the MSc Low Carbon Communities. Bobby Macaulay and Ros on the supervisory team along with a colleague from the James Hutton Institute. • Bobby Macaulay participated in the British Academy/Nuffield Foundation Understanding Communities programme which allowed access for participants to a research fund. Bobby took part in developing three funding applications as part of this and two of these have been successful. Funds will cover 70% of Bobby's salary for a two-year period from May 2022: <ul style="list-style-type: none"> • Rural Assets: Policy and Practice Insights from the Devolved Nations • Nature-based integration: Connecting communities with/in the natural environment • Unsuccessful with Horizon Europe funding application 	

Perth College Scholarship and Research Committee (SRC)

	<ul style="list-style-type: none"> • Zoe Russell recently started with CMS on a one day a week contract to work on the CULTIVATE project. Zoe is completing her PhD at Stirling University on related themes • Treescapes – Ros and Anna Lawrence submitted a bid to the UKRI Treescapes fund for a project looking at the role of natural regeneration in expanding forests and woodlands. Letters of support secured from the national forestry and natural heritage organisations in Scotland, England and Wales who all agree that the research is a priority. • Exploring opportunities to be partner in next NPA programme; to take forward ideas on circular and regenerative tourism that we're currently working on with CRTR. • Invited to join the Cairngorms Horizons 2030 Academic advisory board • Public engagement: talks for RSGS, UCD Mountain Research Centre and cross-party group Sustainable Upland Management. • Discussions with Perth and Kinross Countryside Trust on educational opportunities 	
8	<p>Perth College Innovation Update (Veronica Lynch)</p> <p>Paper 3 (SFC KE and Innovation Consultation) circulated in advance:</p> <ul style="list-style-type: none"> • Paper is the College's response to the Funding Council's consultation exercise on knowledge exchange and innovation. Funding Council considering putting in place a flexible funding stream to support knowledge exchange and innovation within colleges. • May be possible for Perth College to be allocated circa £200K of funding. Contact Veronica if any other points need to be made. • College Innovation Group: last meeting was the defence and security accelerator. Deborah Carr talked about those funding streams; facilitated via Anna Paaso as part of the UHI Knowledge Exchange team. • Secured an innovation funding voucher in collaboration with STEM department and Vienga re water management from a renewable approach. £5K voucher + £2K top up from the Knowledge Exchange team. Project underway with academic staff and students. • Another relates to Tay Cities projects, discussions held with their head of economic development, hope to set up some meetings 	
9	<p>Update on UHI Research and Impact (Donna Heddle)</p> <ul style="list-style-type: none"> • REF: doing a tour of academic partners in April. • Successful online staff and research conference held in January; 150 staff/students attended the two-day event. • UHI won award at the Scottish Knowledge Exchange awards in the 'Making an Environmental Difference' category; UHI submitted 6 applications • Successful food and drink net zero challenge funds • Five-year strategic student plan published; includes funded PhD studentships • Received visit from UKRI senior staff in February – first face to face with UHI, very positive • In process of organising mock panel event and funding workshop • UKRI published strategy for 2022 – 2025; invited to add comments to this • Approved new degree for 22/23 for the award of higher doctorates, looking forward to introducing professional doctorates • Three innovation vouchers awarded since December 2021, includes first from Perth College • Moving forward with three-year partnership with Royal Society of Edinburgh, starting to develop a programme of activities • Horizon Europe: UHI recently submitted one application with further two being developed • Donna confirmed this was her last SRC meeting and she has enjoyed being part of the committee 	

Perth College Scholarship and Research Committee (SRC)

10	<p>Research Clusters Update (Michael Rayner)</p> <ul style="list-style-type: none"> • ECR hub: bid submitted on a Scotland-wide basis, currently being assessed; report back at next meeting • REF results published early May. UHI and its performance will be measured against other universities; it determines a significant part of our research funding from the Funding Council over the next five years. The next two years are vital to set things up right for the next REF exercise • Plan to hold in-person research conference in December at Moray College. Colleagues to cover own travel costs but UHI cover accommodation • Doctoral Training Partnerships (DTPs): UHI is a partner in some based on our last REF performance; hoping to become full partners in all as a result of the REF results • Studentships to be targeted at those areas that have not been able to access external funding. Having a presence of research students who are likely to complete by the time of the next REF is important • Change of academic titles approved by Academic Council. Paper prepared setting out markers of what it means to hold a professorial title. To be launched early May, applications by September; 4-month period of review (internal and external), March decisions made. This is not associated with salary but recognises the level at which colleagues are working; notice to go out to Academic Partners in April 	
11	AOCB: the meeting closed at 1135	
12	Date of next meeting; to be arranged for October 2022	

Student Engagement Group Meeting

Minute

Date and time: Thursday 03 February 2022, 11.00am – 1.00pm

Location: By MSTeams VC

Members present: Gerald McLaughlin (GMcL), Sam Monie (SM), Todor Pavlov-Kennedy (TPK), Maureen Paris (MP), Aimee Cuthbert (AC), Lisa Findlay (LF), Nick Green (NG), Jess Borley (JB), Kevin Lynch (KL)

Apologies: Sarah Wood (SW), Lesley Sutherland (LS)

In Attendance: n/a

Chair: Deborah Lally

Note Taker: Nicola McAulay

Summary of Actions

Ref	Action	Responsibility	Time Line
2	DL to seek representation from BMCL and ALS, email sent but no replies as yet, DL will follow up	DL	Next meeting
4	DL was to ask the students staying in the residences if they would like representation on the Student EG group, Deborah has not managed to email the students as yet, will do it after this meeting.	DL	Next Meeting
6	Nick will look into having music on in the Goodlyburn reception.	NG	Next Meeting

Minute

Item	Action
<p>1. Welcome and Apologies</p> <p>DL welcomed the Committee members.</p> <p>Apologies were noted.</p>	
<p>2. Additions to the Agenda for AOCB</p> <p>None</p>	
<p>3. Minutes of the Previous Meeting – Paper 1</p> <p>The minutes of the meeting held on 21 December 2021, were approved as an accurate reflection of the discussions that had taken place but it was suggested under review of actions from previous meeting, student voice rep should be used instead of class voice rep.</p>	
<p>4. Review of actions from previous meeting / Matters arising <u>that are not included elsewhere on the agenda:</u></p> <p>2. Sent emails and no replies as yet. DL will follow up.</p> <p>5. That's has been raised in other groups also. Make sure it will be made mandatory, more focus to be on this.</p> <p>6. This has been raised and noted, raised in various other groups also. The College do recognise these challenges and how do we take these forward. Sensitive subjects to approach.</p> <p>9. They have their first SRC, will be raised then, hopefully next time we will have a student rep next time</p> <p>10 HISA will ask for feedback at SRC and will provide information at next meeting or via email. Minority of students don't want emails, emails will continue to be sent out but they can opt out of receiving the emails. Encourage feedback to student voice rep.</p> <p>10 Still ongoing, Deborah has not managed to email the students as yet, will do it after this meeting.</p> <p>9 Keep on agenda, Ongoing</p>	<p>DL</p> <p>DL</p>

Item	Action
<p>5. Safeguarding – update</p> <p>DL informed the group of a desktop exercise she will be participating in with the wider MAPPA Tayside Group – this desktop exercise is in relation to CONTEST (Counter Terrorism). Additional members of staff from the College will also be in attendance and DL has already asked the Health and Safety Officer.</p> <p>GMcL is taking forward the connection with safer communities and will organise an event at staff conference.</p>	
<p>6. Student Engagement Team – update</p> <p>The team have been helping students with transitioning from school into courses. There was an induction provided welcoming them to campus and what to expect from the services. Jess's team will be working with Sam to promote the SSES and NSS survey and there is also a close working relationship with HISA. This has really upped the engagement by working with other departments.</p> <p>Sam will be working closely with the marketing team on open days.</p> <p>Workshops are continuing to be rolled out to the students.</p> <p>In the Staff wellbeing survey many people commented on how the music on campus within the reception area made a positive impact. Hayley on reception took comments from students and they said it makes them feel more upbeat in the morning and it makes a nicer atmosphere, so the music will continue. Sam has asked Nick if there can be music in the Goodlyburn reception and Nick has mentioned that there is music played at Christmas in Goodlyburn but not the rest of the year. Nick will look into having music on in the Goodlyburn reception. Nick and David have been working on providing live music in the Webster building again.</p>	<p>NG</p>
<p>7. COVID-19 Updates:</p> <p>7.1 Student Residences Update</p> <p>We have some students who like to party more than others – few complaints as some students can't sleep, DL will meet with the residences team later this afternoon to discuss how to take this forward. DL doesn't want to take away any fun but they need be mindful of other students they share with.</p> <p>The boilers broke down before Christmas, but refunds/credits were given to the students and KL went to B&Q to buy heaters. KL explained they are</p>	

Item

Action

looking to replace the boilers in the summer, they will do 1 per year for the next 3 years, KL will keep them informed of the dates for this.

There has been other minor repair works including replacing/repairing a toilet. Both the Estates Team and the Residences Team need to increase the number of inspections to identify early any issues, being proactive in the repair.

There have been issues with Wifi but the IT team are resolving this at present, DL has been assured things are starting to happen now and hopefully this will be fixed very soon. Jess had mentioned this came through as a formal complaint to quality and the new interim IT manager is taking this problem forward.

The College anticipate the house at the entrance of the College grounds to become part of the Student Residences from August 2023.

7.2 Student Asymptomatic Testing Update

The health and safety officer had noticed when students are picking the tests from the college some are doing these tests on campus but should be done at home. Email will go out to students regarding this.

7.3 Group Member Updates

AC – HISA have been tasked with gathering views from students about the safety measures. There will be an event taking place on the 21st Feb from 1pm- 3pm for this, this will be advertised very soon.

Nick – Music and Audio were due to perform gigs but due to the number of students testing positive they have had to cancel. The Shrek production has had to be postponed and this will be pushed back to the end of February.

Jess – The quality office team are all working from home due to a covid case in the office.

8. Digital Accessibility

DL is in the process of doing a handover with the library to the customer services team with regards to the digital accessibility scheme. Erin Grant, the new Customer Services Officer will soon be co-ordinating this going forward. As the scheme matures, we are learning and adapting our processes accordingly. Feedback received direct from students, is that some students don't actually need a laptop but have been told to collect

Item	Action
one. Students who have left the College and still have equipment outstanding have now been invoiced for replacement costs of the laptop, this did prompt a few to return the laptop. Requests from January starts for laptops have started coming in.	
9. HISA Update	
9.1 HISA provided an update on the Partnership Project. The paper presented, all updates were in bold. Todor also highlighted the mental health section.	
9.2 SVR meetings have been scheduled for next week including meetings with SVS and New Opps.	
9.3 Student elections are now open for local and regional roles. There is a name change for the vice president and they will now be referred to as deputy president from July (w.b. 7/3 campaigning; w.b. 14/3 voting commences)	
9.4 The OBIs will launch as the elections close. The awards ceremony will hopefully be held on the 1 st of June, information will be sent out closer to the time. This is the 9 th year running these awards and nominations have risen throughout the years. It has yet to be confirmed if the awards ceremony will be in person.	
10. Student EG Member Updates	
Jess – Student Survey – analysis from the early student survey that went out. Very good student satisfaction. All improved in the satisfaction. Setting up and starting next round of surveys, NSS already opened and will start promoting this from the 7 th of Feb, will be open until mid April. The PGT Survey will also launch later in the year.	
Quality will work with Marketing to promote the surveys.	
Questions set will stay the same to get trend analysis over a few years. Allie Scott is pulling together questions about students mental health.	
SM asked JB if the survey can be done on phones, she confirmed it can and should take about 15 mins to complete.	
DL asked JB to circulate questions that will be included so we don't repeat the questions elsewhere. There will be general questions but we will also add in relevant questions for our campus.	
Response was better when it was on paper version rather than the electronic version.	

Item	Action
<p>It was noted that there appears to be several surveys that students are expected to engage with including: module surveys; programme surveys (SSES; PGTS; NSS), recognisance is needed.</p>	
<p>11. AOCB</p>	
<p>Update on Student Engagement Strategy – There has not been a focus on this as college is putting together a college strategy. DL started the strategy but wants to see the College strategy first before proceeding.</p>	
<p>Student Services – recruitment of 2 transmissions officers, one for SVS and one for FE and HE.</p>	
<p>Advertised for a well being support officer and counsellor.</p>	
<p>Alex Weir will start his new role once they have a well being support officer in place.</p>	
<p>Pam Kemley has now retired, so we have funding for about 5 months for another well being support officer, this will be held off until the start of the new term in September.</p>	
<p>HNC and HND for 23/24 – key differences in new units level 7 and 8, new units reduced assessments. Different approach to learning and teaching, grading model will replace the graded unit. Have to complete the full 15 credits to gain the qualification, where as they would just need 12 before.</p>	
<p>The UHI are exploring a Chaplaincy service across the UHI. PCUHI did have a team in previously supporting various religious groups but it was noted as being challenging.</p>	
<p>CAT Team – in College on a rota basis at the moment, all 3 offices are being covered. Due to staff absences this has been difficult, but the team have pulled together to make it work. Maybe our services could be promoted to say we are available on campus. We have been working on a buddy system so we are trying to encourage the use of generic email boxes rather than the personal so it can be picked up.</p>	
<p>12. Date of next CMT Meeting:</p>	
<p>23rd of February 2022</p>	
<p>13. Date of next Student Engagement Group Meeting:</p>	
<p>29th of March 2022 11am – 1pm</p>	

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The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Notes taken to help record minutes are also subject to Freedom of Information requests and should be destroyed as soon as minutes are approved.

DRAFT

Student Engagement Group Meeting

Minute

Date and time: Tuesday 29 March 2022, 11.00am – 1.00pm

Location: By MSTeams VC

Members present: Jessica Borley (JB), Kathleen Connor (KC), Lisa Findlay (LF), Sam Monie (SM), Aimee Cuthbert (AC), Sarah Wood (SW), Lesley Sutherland (LS), Suzanne Miller (SM), Jen Austin (JA), Ronnie Dewar (RD), Nick Green (NG)

Apologies: Todor Pavlov-Kennedy (TPK), Kevin Lynch (KL), Maureen Paris (MP), Gerald McLaughlin (GMcL), Mandy MacDonald (MMac)

In Attendance: n/a

Chair: Deborah Lally

Note Taker: Nicola McAulay

Summary of Actions

Ref	Action	Responsibility	Time Line
3	DL to ask the student residences in the new academic year if they would like representation at the Student EG meeting.	DL	Ongoing
10	Lateral flow tests will cost money from April 17 th , DL will ask the procedure for future lateral flow tests at the covid response group, but we wont be supplying the tests after this date.	DL	Next Meeting
5	DL to present Safeguarding preparatory work with Professional Services	DL	To be invited along to their meeting

Minute

Item	Action
<p>1. Welcome and Apologies</p> <p>DL welcomed the Committee members and also 4 new members to the group – Sarah Wood, Suzanne Miller, Ronnie Dewar and Jen Austin.</p> <p>Apologies were noted.</p>	
<p>2. Additions to the Agenda for AOCB</p> <p>None</p>	
<p>3. Minutes of the Previous Meeting – Paper 1</p> <p>The minutes of the meeting held on 03 February 2022, were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>4. Review of actions from previous meeting / Matters arising <u>that are not included elsewhere on the agenda:</u></p> <p>2. Deborah received responses and we now have representation for these areas.</p> <p>4. DL has not yet had the chance to ask, its too late in the term as they will be leaving soon but this will be kept on the Agenda as an action for the new academic year, we will open up the chance to students to represent on this meeting.</p> <p>6. Nick was not present at that start of the meeting so not sure if this has been taken forward. JB was in Goodlyburn last week and there was music playing in the reception, therefore confirmation that this is complete.</p>	DL
<p>5 Safeguarding – update</p> <p>Education Scotland have announced they will be doing a safeguarding visit, not sure when this will be but will be after the Easter break and before the summer. DL in her role as Associate Assessor for Education Scotland will be going out to the other colleges to engage in the Safeguarding Visits. DL has commenced preparations for our visit and has pulled information together on all the activity being undertaken under the umbrella of Safeguarding, this was presented to the members of this group. The visit will either be completed over half a day or full day, depending on size. There will be one HMI representative and one associate assessor present during the visit. They will be looking for meetings with staff and students, the main question that will be asked is</p>	

Item	Action
<p>'would we know what to do when a safeguarding issue arises'? Safeguarding topics include PVG, prevent, gender-based violence, Corporate parenting and other related topics.</p> <p>DL reminded the group that mandatory training on Safeguarding is available on Marshalls training site.</p> <p>DL informed the group that she will be sharing the preparation presentation to the Sector Managers Operational Group. The group asked that DL also present this to the Professional Services Group</p>	
<p>6. Student Engagement Service – update</p> <p>Sam was not present at the start of the meeting due to a prior engagement.</p> <p>There are still workshops and talks being provided by Sam. He is working closely with quality and Aimee from HISA on how to further enhance student engagement.</p>	<p>DL</p>
<p>7. PODs and College Locations</p> <p>The college bought a number of PODS and they were initially to be located in Room 030. After consultation, including HISA, alternative locations have been discussed and agreed. To maintain the warranty of the PODS, KL will be contacting the company to have these dismantled and reinstalled in these alternative places where the College deem they will be utilised effectively. The original plan was to introduce a booking system however for now it was agreed that they would be used on a first come first served basis, where we will track and monitor.</p>	
<p>8. CDN Key Terms – Paper 2</p> <p>A visual paper was shared that detailed and explained various terminology around varying learning and teaching (e.g. blended learning; flipped classroom, online learning, flexible learning)</p>	
<p>9. Update from the UHI Halls Student Experience Group</p> <p>Not much of an update in our own residences, very quiet. IT issues all resolved now hopefully. No updates recently and no issues from students at present.</p> <p>AC and DL had attended the UHI residences meeting, DL raised the issue that a quiz was organised for the UHI residences but our students were</p>	

Item	Action
<p>not involved in that. Various leaflets to be put out in relation to health and wellbeing.</p>	
10. Covid 19 Updates	
<p>10.1 Most of the restrictions have eased but masks still to be worn around the campus. More and more students have not been wearing masks. The Head of HR has been sending daily emails regarding this and there are posters up around the College also. Lateral flow tests will cost money from April 17th, DL will ask the procedure for future lateral flow tests at the covid response group, but we wont be supplying the tests after this date.</p> <p>GMcL was looking at the badges for the distance awareness scheme for anyone who would like to wear a badge. SM has said we are creating our own badges within the campus.</p>	DL
<p>10.2 No Update.</p>	
11. Digital Accessibility	
<p>Still the odd request coming through for laptops and dongles which would be expected at this time of year. Still in process of chasing students who have finished and haven't returned the equipment. Some of the equipment being returned is damaged, we will implement a charge for this from September 22.</p>	
12. HISA Updates:	
<p>12.1 Paper attached for information – all updates are in bold. – Paper 3</p>	
<p>12.2 PPP 22/23 – Follow same process as the last couple of years.</p>	
<p>Consultation sessions with student reps on what they should focus on next academic year. First SRC consultation was in March.</p>	
<p>12.3 Election Results –Todor Pavlov-Kennedy – President, Liam Foley – Education and Charley Jefts – Activities and Welfare. The new team will start on the 20th of June which will give a handover period. New team will come in to future meetings to shadow.</p>	
<p>12.4 OBIs – now open, student led awards. Open for just over a week, doing well but trying to increase votes, students can nominate online but also booths in the buildings, voting is open until 22nd of April. Staff can also nominate students. Judging panel will be made up of staff and students.</p>	
<p>12.5 No students were available to come to today's meeting. A lot of feedback regarding the catering on campus, Inconsistencies with charging of plastic cutlery. Aramark have an online feedback form also which was communicated to the students.</p>	

Item	Action
<p>Free breakfast provision, SM spoke to students to see if they knew about this, some student were not aware and this was because they didn't have an induction with SM. Getting feedback on assessments, student reps working with the PATs.</p>	
<p>13. Student EG Member Updates: - not included elsewhere in the agenda</p>	
<p>Anti racism action plans, HISA were asked to do a visual campaign across the college after the Easter break and there will be displays around the various buildings.</p>	
<p>14. AOCB</p>	
<p>Creative industries curriculum area are taking over The Ice Factory on the 13th of May there will be live music, djs, and a display of art.</p>	
<p>15. Date of Next CMT Meeting:</p>	
<ul style="list-style-type: none">• 20 April 2022	
<p>16. Date of next Student Engagement Group Meeting:</p>	
<ul style="list-style-type: none">• Monday 20 June 2022, 11.00-13.00	

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Board of Management - Learner Experience Committee

Terms of Reference

Membership

- Principal – Chair
- No fewer than 2 Representatives of the Board of Management (one to be Vice-Chair)
- 2 Academic Staff Representatives (Board Teaching staff representative plus one other nominated teaching staff representative)
- 2 Student Representatives nominated by HISA Perth
- Depute Principal (Academic)
- Vice Principal (Engagement) Associate Principal (Academic)
- Chair of Scholarship and Research Committee
- Head of Student Experience
- Head of Learning and Teaching Enhancement

By invitation

Student Services Manager, Student Records Manager, Quality Manager

Quorum

The quorum shall be 7 including the Chair or Vice Chair and must include one Independent Member of the Board of Management

Frequency of Meetings

Normally 3 times per academic session, and as required.

Terms of Reference

1. To maintain an overview of academic quality assurance and outcomes by reviewing reports from the Quality Assessment Committee and other relevant internal and external sources including feedback and evaluation from student and stakeholder surveys.
2. To consider the implications of reports and updates from other relevant College and UHI Committees and, where appropriate, act to ensure the relevance and currency of the academic offer.
3. To review and approve College's policies and strategies that relate directly to the student experience.
4. To receive regular reports from Management and HISA Perth on progress with student engagement in the operation of the College.